

Transcript of Records — How-to's

1

Exchange students



2

Erasmus
Departmental Coordinators at
Philipps-Universität Marburg



3

International Office at
Philipps-Universität Marburg



4

Home university and
Exchange students

Photo: Colourbox



1. Exchange students



Before/at the start of the semester

- Marvin → You can select the courses you want to take in this portal. You will find information about the registration process for your courses on your department's home page.
- Departmental Coordinator → Contact your (Erasmus) Departmental Coordinator in Marburg, and discuss the courses you want to take. If you have special wishes or problems, share these with him or her at the start of the semester.
- Course list → You have to update all of the courses you want to take in your Mobility Online account, and create a Course list. Please make sure that you enter all of the course information carefully and correctly. Do not forget to add the courses of the Language Center of Philipps-Universität Marburg!
- Instructors → At the end of the course, ask your instructor to notify the departmental coordinator immediately about your participation and grade.

During the semester

- Course list → Please make sure that your Course list contains only those courses you actually participate in. Are there any courses on your Course list that you withdrew from or did not attend at all? If so, make changes immediately in Mobility Online.

Please submit the transcript of records in Mobility until May 31 or November 30. In Mobility-Online, click on the button "*Submit courses (Transcript of Records) binding*" and then put a check mark next to the sentence "*I hereby confirm that I have completely added all courses for my transcript. After sending this confirmation, I can no longer change courses in Mobility-Online*".

At the end of courses

- Instructors → Ask again your instructor(s) to notify the departmental coordinator immediately about your participation and grade.

2. Erasmus Departmental Coordinators at Philipps-Universität Marburg

At the end of courses/within 5 weeks after the end of the semester

- Grades → The departmental coordinator will receive your grades directly from the instructor.
- Courses in Mobility Online → If the grades are known for all of the courses you have on your Course list, the departmental coordinator will enter them in Mobility Online and she/he will forwards it to the International Office.



3. International Office at Philipps-Universität Marburg

Up to 5 weeks after the end of the semester



- Transcript of Records → The International Office will review the entered data and create the Transcript of Records.

4. Home university and exchange students

Up to 5 weeks after the end of the semester



- Transcript of Records → The International Office will send this document in electronic format to your home university. You will also receive a soft copy by e-mail.

If you absolutely need a transcript before this deadline, please discuss it with your instructors, your department coordinator, and the International Office

- Ms. Elisa Saresera until Mai 31 (Summer term deadline) or until November 30 (Winter term deadline).

Do you have any other questions about the Transcript of Records?

If so, contact Mrs. Saresera (International Office): elisa.saresera@verwaltung.uni-marburg.de